

**CLASS TITLE: COORDINATOR OF SPECIAL INVESTIGATIONS
AND TECHNICAL SERVICES**

**Class Code: 02757700
Pay Grade: 26A
EO: D**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the planning, implementation and maintenance of a statewide fire incident information reporting system in conjunction with the National Fire Incident Reporting System (NFIRS), the Arson Information Management System (AIMS) and the Rhode Island Law Enforcement Tracking System (RILETS); to assist a superior in the development and coordination of training programs relative to the legal aspects of investigations involving fires and explosives; to conduct comprehensive investigations into the cause, origin and circumstances of suspicious, accidental and incendiary fires; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement; work is reviewed in process and upon completion for conformance to proper application of system management techniques and for conformance to codes, laws, regulations and policies.

SUPERVISION EXERCISED: As required, may supervise the work of technical and clerical personnel assigned to assist.

ILLUSTRATED EXAMPLES OF WORK PERFORMED:

To be responsible for the planning, implementation, and maintenance of a statewide fire incident information reporting system in conjunction with the National Fire Incident Reporting System (NFIRS), the Arson Information Management System (AIMS) and the Rhode Island Law Enforcement Tracking System (RILETS).

To perform a variety of routine technical support tasks directly related to the operation of a Local Area Network (LAN) having dedicated terminals or personal computers (PCs) with network software to access various databases or files stored on a mainframe system.

To be responsible for the installation, troubleshooting and maintenance of peripheral and communications devices.

To provide technical support services to a variety of system operation activities including programming, system analysis, and other related operations.

To perform data entry, report generation, and other functions on the system in the development of agency products and reports.

To assist a superior in the development and coordination of training programs relative to the legal aspects of investigations involving fire and explosives.

To conduct comprehensive investigations into the cause, origin, and circumstances of suspicious, accidental, and incendiary fires.

To collect evidence and prepare and submit written reports containing conclusions reached from the investigation.

To conduct a complete financial check of insurance information, mortgage information, savings accounts, checking accounts, and debts of property owners, occupants, or other suspects in order to obtain a motive for the fire.

To carry firearms and other weapons in the course of and in the performance of required duties.

To charge and apprehend suspected arsonists.

As required, to appear in court and give expert testimony relative to the investigation.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, methods and techniques of the operation, adjustment and maintenance required for a LAN or mini-computer system; a thorough knowledge of the principles, practices and techniques of fire investigations; a working knowledge of the methods and procedures of system installation, modification and performance of basic hardware and software utilized in the designated environment; a working knowledge of state or federal codes and regulations pertaining to fire safety; a working knowledge of and skill to use firearms; the ability to perform data entry, document or report generation for agency projects; the ability to provide technical support to all areas of computer systems operation; the ability to ascertain the cause, origin and circumstances of fires by means of personal contact, observation and the examination of records; the ability to prepare written reports; a familiarity with the basic rules of legal evidence; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree with specialization in Law, Law Enforcement or Fire Sciences; and

Experience: Such as may have been gained through: employment in conducting investigations in a law enforcement environment and employment in a technical position involving computer network systems and the installation of software on network systems.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: Within one year of appointment:

- (1) Must satisfactorily complete at the Rhode Island State Police Training Academy or other certified police training school an appropriate course of training in law enforcement, the Rhode Island Municipal Police Training Academy curriculum or must have previously completed a comparable course.
- (2) Must meet the State of Rhode Island qualification requirements to carry weapons used in the performance of duty and must maintain such qualification requirements as a condition of employment.

Class Revised: March 26, 2000

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